



Madison County's Return to Work Program

Return to Work has long been known to reduce workers compensation costs, however it has also recently been found to reduce pain and suffering by the employee, speed up healing times, and increase the level of healing a person experience. Because of these benefits, Madison County has chosen to implement this program within our organization.

If you are injured on the job, our first priority is to ensure you receive proper medical treatment. You must complete a First Report of Injury (FROI) form prior to seeking medical treatment unless you are physically unable to do so due to a serious injury (i.e. bleeding uncontrollably, extreme pain, dizziness, head injury, etc.) In the event of a serious injury, it is imperative that you complete the FROI form immediately after receiving medical treatment. This form is your application for benefits from our workers compensation insurance carrier and is required by law in order to be eligible for benefits. The form is located within Madison County's Grab N Go kit. Upon completion of this form, a Return to Work Team (herein referred to as "team") will be established. The goal of this team is to keep open communication between all parties to promote a successful return to work.

In addition to the FROI form, you are required to return a Medical Status form to your supervisor and Human Resources immediately following all medical appointments. This form will help the team determine the type of work Madison County has available within the restrictions set forth by your medical provider. Failure to return this form may result in disciplinary action. This form is also located within Madison County Grab N Go kit. Upon the return of this form you will meet with your supervisor and the team to discuss the job tasks available within those restrictions. If you are released by your medical provider to return to work, you will be expected to return to work immediately.

Your supervisor will meet with you at least monthly to review your most recent work restrictions outlined in the Medical Status form and ensure that only approved tasks are being done. Working outside of the restrictions may result in disciplinary action. As you heal, the medical provider may remove or reduce your work restrictions. In such cases, additional duties may be added accordingly. Once your medical provider releases you to full duty, you are expected to return to your time of injury job.

If you are not released to return to work, the team will still meet with you at least monthly to review your most recent Medical Status form and identify modified or transitional duty job opportunities in anticipation of your return to work. You are required



to attend the meetings with the team. Open, two-way communication is vital to the success of this program.

Training on this program will occur upon hire and at least annually thereafter. Employees are required to attend these trainings to ensure they understand their responsibilities and how the program works.

Madison County reserves the right to change or modify this program at any time.

Human Resources Responsibilities:

- Develop a Return to Work program.
- Develop job descriptions for the jobs within the organization.
- Train supervisors on the program and how it is to be managed.
- Train employees on the program and their responsibilities.
- Provide supervisors and employees the resources needed to make the program successful.
- Assemble a team meeting and review the Medical Status form upon the employee's return from the medical provider.
- Establish temporary transitional jobs.
- Assist supervisor in extending a modified duty or transitional duty job offer to injured employee.

Supervisor Responsibilities:

- Ensure injured employee receives the appropriate medical treatment.
- Assist the injured employee in completing the FROI form.
- Provide injured employee a formal modified duty or transitional duty job offer.
- Discuss the expectations with the injured employee prior to them commencing work.
- Ensure the injured employee does not work outside the restrictions approved by the medical provider.
- Require a Medical Status form from injured employee upon return from each medical appointment and forward any copy to Human Resources.
- Attend all return to work team meetings.
- Maintain open communication with injured employee.

Employee Responsibilities:

- Report all injuries to your supervisor immediately.
- Obtain a Grab N Go kit.



- Complete the FROI.
- Review Grab N Go kit materials with your medical provider.
- Return completed Medical Status forms to your supervisor and Human Resources immediately following all medical appointments for work related injuries.
- Return to work (time of injury job, modified duty job, or temporary transitional duty job) as soon as the medical provider releases you to do so.
- Follow all restrictions as outlined by your medical provider in the Medical Status form.
- Communicate any changes in your ability to work to your supervisor and Human Resources.
- Attend all return to work meetings with your return to work team.
- Maintain open communication with your supervisor.

It is not the intent of this program to obtain confidential medical information. Information related to when and how the incident occurred, parties involved, and how we can prevent similar incidents in the future will be discussed with our safety committee, management team, and during the incident investigation.